

# VACANCY NOTICE

2006-48

CS-376  
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	Data Entry Operator-Taxation	
	TITLE OF POSITION: (Seasonal)	CLASSIFICATION CODE: 09135022
	SALARY RANGE: 243F, \$21626	REFERENCE POSITION NO.: 2551-10000-103-108
	Department or Agency Name Administration	APPLICATION PERIOD: 09/12/06-09/18/06
	Division/Section/Unit Taxation/Processing/Data Entry	
	Assignment(s) / Comments SEASONAL EMPLOYMENT-NO BENEFITS / TYPING PROFICIENCY CERTIFICATE MUST ACCOMPANY RESUME/APPLICATION FORM TO BE CONSIDERED. A SEPARATE APPLICATION FORM MUST BE SUBMITTED FOR EACH VACANCY NOTICE.	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol Hill, Providence, RI
	Restrictions/Limitations: 12/30/2006	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: N/A	
There is* _____ is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** <b>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	These positions perform data entry functions for the processing of amnesty tax payments, etc.	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Such as may have been gained through: graduation from a senior high school.	
	<b>NOTE: 35 WPM - 5 MINUTES / TYPING PROFICIENCY CERTIFICATE MUST ACCOMPANY RESUME/APPLICATION FORM TO BE CONSIDERED</b>	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Elaine Friday	Telephone #: 222-2956
	Division of Taxation	Fax #: 222-6006
	One Capitol Hill	TTY/TDD #: 222-6287
	Providence, RI 02908-5800	(Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER